

Opening Date: August 10, 2018
Closing Date: Open until filled
Work Location: Austin, Texas
Posting Number: 18-68
Monthly Salary: \$4,200 - \$4,750*
Group/Class: B19/0517
Travel %: 15-20%
Division/Department: WSI-WUPP-Regional Water Planning
Number of Positions: 1

* Salary commensurate with experience and qualifications

JOB VACANCY NOTICE

Regional Water Planner (Planner II)

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644, via email
HR@twdb.texas.gov or via Work in Texas (www.workintexas.com).
Refer to Human Resources (512) 475-2142. Equal Opportunity
Employer*

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of (59A Strategist, MGT17 Planning, 16RX Planning and Programming) or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PlanningResearchandStatistics.pdf

Job Description Summary

Performs routine (journey-level) planning and research work. Work involves coordinating the development of regional water plans with regional water planning groups. Coordinates and manages planning grant contracts for development of regional water plans. Serves as liaison (non-voting member) to regional water planning groups. Provides technical and administrative assistance to regional water planning groups. Supports regional water project development teams and evaluates projects in loan application process. Assists in developing the state water plan. May train others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Reports to the Manager of the Regional Water Planning Department.

Essential Job Functions

- Manages research and planning contracts for regional water planning and related studies to assure products meet the intent of the scope of work, rules, and statutory requirements.
- Performs other routine contract management duties such as reviewing and approving payment requests and ensuring timely processing of contract amendments, budget memorandums, or subcontracts.
- Provides technical assistance for planning contracts and reports on planning projects.
- Serves as the liaison (non-voting member) and provides direct technical and administrative assistance to three regional water planning groups to facilitate the timely completion of their regional water plans and studies.
- Prepares and evaluates reports and makes presentations.
- Participates in technical, policy, and interagency planning meetings.
- Supports and participates as a member of one or more multi-disciplinary Regional Water Project Development teams through promoting funding programs at stakeholder meetings, and application review for funding water-related infrastructure projects.
- Reviews and evaluates planning deliverables for contractual, rule, and statutory compliance and approval.
- Maintains contact and membership data for assigned regions.
- Ensures information for assigned regions is accurate and up to date on the TWDB website.
- Assists in providing quality control review of SWIFT project prioritization information.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002 (Non-Supervisory)

Revised 5/25/2018



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

Job Vacancy Notice (cont.)

Posting number 18-68

- Assists in compiling, writing, and otherwise developing Board and policy items as well as the state water plan and other program materials.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major course work in City or Regional Planning, Geography, Engineering, Hydrology, Geology, Economics, Business or Public Administration, or a related field.
- Three to five years of experience in planning and research work, engineering, hydrology, geology, or public administration.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- Graduate degree from an accredited college or university with major course work in City or Regional Planning, Geography, Engineering, Hydrology, Geology, or Public Administration, or related areas.
- Three years of experience in water-related technical work or water planning.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to water planning; and of the principles and practices of public administration.
- Knowledge of Hydrology, Geology, and Water Planning principles relevant to Texas.
- Knowledge of Texas water laws and institutions and the process for regional and state water planning.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in writing and preparing reports.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.

Job Vacancy Notice (cont.)

Posting number_18-68_____

- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 15 - 20% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to evaluate planning material.
- Ability to analyze and evaluate data.
- Ability to complete multi-disciplinary planning projects involving diverse groups and stakeholders.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.